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From: hrdtraining@massmail.state.ma.us
Sent: Friday, October 07, 2005 11:20 AM
To: Farak, Sonja (DPH)
Cc: hrdtraining@massmail.state.ma.us
Subject: HRD Training Course Pre-Registration Received for 'Excel introduction'



Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.

You have been pre-registered online for 'Excel introduction'. **Your approver/supervisor, Allan Stevenson, must approve this registration:**

Course: Excel introduction
Start Date: 11/02/2005
Start Time: 09:30 AM
Location: Northampton - DMH (Western Mass. Area Office)
Room: Computer Lab
Student: Sonja Farak

Your Student ID is 257492. Please keep track of this number, as you will need it to cancel a course or to register for any additional courses.

Your supervisor will receive an email about your pre-registration for 'Excel introduction'. **If your supervisor does not approve your attendance, you may not attend the class.**

You will be notified by email if your supervisor has approved or denied the registration.

To cancel a course registration click [here](#). You will be prompted to log into the system. After logging in you will be brought to a page to select the course you wish to cancel.